

# Cemetery Management

## Rules and Regulations Booklet

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## 1. Introduction

These rules and regulations concern the general management, regulations and control of all Council cemetery facilities operated and managed by Mid and East Antrim Borough Council. As the burial authority in control of cemeteries, we are bound by the conditions of the Public Health (Ireland) Act 1878 Part III; Burial Grounds Regulations (Northern Ireland) 1992 Part II No.5; Local Authorities Cemeteries Order 1977 and we have a legal duty under the Health and Safety at Work Order (NI) 1978; and Management of Health and Safety at Work Regulations (NI) 2000 to ensure that our burial grounds are safe places to work and visit.

This booklet will provide you with guidance on arranging a burial within Council cemeteries. It provides information on restrictions and conditions that apply when purchasing exclusive rights of burial, and will help make you aware of your rights and responsibilities in relation to our cemeteries. This guidance outlines how we carry out our legal obligations and ensures we provide you with a consistent, high level of service.

### 1.1 Cemeteries

Owned and/or managed by Mid and East Antrim Borough Council

Larne (Greenland) Cemetery, Upper Cairncastle Road, Larne, BT40 2EG

McGarel Cemetery, Old Glenarm Road, Larne, BT40 2RG

Islandmagee Cemetery, Low Road, Islandmagee, BT40 3RD

Ballycarry Old Cemetery (Templecorran), Main Bentra Road, Ballycarry, BT38 9HN

Ballycarry New Cemetery, Bridgend Road, Ballycarry, BT38 9JZ

Glenarm Cemetery, Munie Road, Glenarm, BT44 0DS

North Road Cemetery, North Road, Carrickfergus, BT38 7HP

Victoria Cemetery, Victoria Road, Carrickfergus, BT38 7JL

Kilroot Cemetery, Fort Road, Carrickfergus, BT38 9BS

Ballymena Cemetery, Cushendall Road, Ballymena, BT43 6HB

Ballee Cemetery, 170 Toome Road, Ballymena, BT42 2HX

Ahoghill Cemetery, 14 Cardonaghy Road, Ahoghill, BT42 1JE

Cullybackey Cemetery, Fenaghy Road, Cullybackey, BT42 1DZ

Kirkinriola Cemetery, Clogher Road, Ballymena, BT43 6TZ

Clough Cemetery, Springmount Road, Clough, BT44 900

Kirkhill Cemetery, Church Road, Kells, BT42 3HZ

Portglenone Cemetery, Townhill Road, Portglenone, BT44 8AD

Racavan Cemetery, Racavan Road, Broughshane, BT43 7HZ

Ballyclug Cemetery, Limentary Road, Ballymena, BT42 4PH

Old Church Yard Cemetery, Church Street, Ballymena, BT43 6RP

Old Ahoghill Cemetery, Church Street, Ahoghill, BT42 2HL

Newtowncrommelin Cemetery, Skerry East Road, Newtowncrommelin, BT42 2PA

Templemoyle, Grange Road, Toomebridge, BT41 3QB

## 2. Contact Details

Mid and East Antrim Borough Council  
Cemeteries Service

Carrickfergus Museum and Civic Centre  
11 Antrim Street

Carrickfergus BT38 7DG

028 9335 8232

Email: [cemeteries@midandeastantrim.gov.uk](mailto:cemeteries@midandeastantrim.gov.uk) (East Antrim)

Email: [ballee.cemetery@midandeastantrim.gov.uk](mailto:ballee.cemetery@midandeastantrim.gov.uk) (Mid Antrim)

## 3. Opening Hours

### 3.1 Cemetery Administrator's Office Opening Hours

Monday to Friday 9am to 5pm (Booking is essential).  
Bank Holiday opening hours can be found on our website [www.midandeastantrim.gov.uk/cemeteries](http://www.midandeastantrim.gov.uk/cemeteries)

An out of hour's system is available to funeral directors, Saturday 9am – 10am

### 3.2 Cemetery Opening Hours

Monday to Sunday, 9am to 4.15pm (vehicular access to most cemeteries). Most cemeteries have pedestrian access around the clock. Older cemeteries may be permanently locked but a key is available on request from the Cemetery Administrator's Office.

### 3.3 Interment Arrival Times

Monday to Sunday:

February – October 10.30am to 3.30pm

November - January 10.30am to 3.00pm

Except as per public holidays below.

Please note: Council will not be responsible for any delay in burials if the funeral arrives early or late.

### 3.4 Public Holiday Arrangements

Interments are not available on public holidays listed below:

- St Patrick's Day 17 March (or 18 March if 17 March falls on a Sunday)
- Easter Monday
- 12 July (or 13 July if 12 July falls on a Sunday)
- Christmas Day
- New Year's Day

#### 4. Fees and Payments

Council will review the scale of charges when it considers it necessary to do so. You can acquire these fees from our Cemetery Administrator's office or view them on our website:

**[www.midandeastantrim.gov.uk/cemeteries](http://www.midandeastantrim.gov.uk/cemeteries)**

Council will accept payment of fees by cash, cheque or debit/credit cards; or you can arrange payment via your appointed funeral director that has an account with us.

#### 5. Resident Concession Status

Residents of Mid and East Antrim Borough will receive a concession on the full price. A person may claim resident status by providing proof of residency within the Borough (or that they live within a three kilometer radius of a local cemetery if they live outside of the Borough) for the last seven years.

Proof of residency requires the presentation of official original documentation (not photocopies) that confirm an applicant's address in the Borough within the last seven years and may include a driving licence, rates or utility bill, bank or building society statement, credit or debit card statement, mortgage statement. Those unable to provide proof of residency will be charged as non-residents. Please note that for residents who had no choice but to relocate outside of the borough for reasons beyond their control, related to their care, resident status will be established following receipt or confirmation from a suitable care provider.

Former residents who have relocated to another Country and who pass away imminently before their return to the borough may be able to avail of resident concession status, should they meet 3 key criteria.

- Evidence showing that a statutory authority has provided a new form of identification such as a driving license to the deceased within the last 3 months prior to the date of death and that the identification includes an address in the borough;
- Evidence has been provided showing an imminent return to the borough, e.g. plane tickets or other travel arrangements and
- Proof that the return was intended to be permanent at the time. Evidence to include tenancy agreement or mortgage agreement.

#### 6. Ownership of Graves

##### 6.1 Public Graves

Public graves are only available for Public Health burials (see separate Public Health Burial Policy). No monument, headstone, plinth, railings or other structures can be put on or around these graves. The graves will not be dressed or marked by plantings. Consideration may be given to the provision of a single marker to recognize those laid to rest in Public Graves.

##### 6.2 Graves in Proprietary Ground (privately owned graves)

To buy a grave, you buy what is known as 'Exclusive Right of Burial' for a grave space.

You can only buy a grave at the time of bereavement and you cannot buy graves in advance. When you purchase the exclusive right of a burial you only purchase the right to bury.

A person who wishes to purchase the exclusive right of burial in a grave shall provide their contact details (full name, address and tel. no.) along with a Proof of Residency within the last 7 years (official document on letterhead, confirming the name and address and dated) and agree that they, and their successors, take responsibility for the maintenance of the grave and conform to all rules and regulations in force or thereafter made by the Borough Council.

Ownership of an Exclusive Right of Burial for a grave does not give any ownership whatsoever in respect of actual land.

You own the right to bury in the grave forever. Upon your own death, the right formally transfers to your beneficiaries (unless you have indicated something different to this in your Last Will and Testament).

When you buy the exclusive right of burial, this means that we cannot open the grave without your permission, and no-one can be buried in your grave without your permission.

You also own the right to erect headstones or other memorials, as long as you pay the fees set out by Council and subject to conditions set out in Section 12 of this document.

If the person who owns the exclusive right of burial dies, we assume they give permission that they can be buried in that grave.

Only one person will be registered as the owner of exclusive right of burial for the grave. We do not permit joint ownership of graves.

You can inherit exclusive right of burial, for example if someone has named you as a beneficiary in their will.

In exceptional circumstances, proprietors wishing to dispose of their exclusive right may contact the Council, through the Cemetery Administrator's office, and offer it for purchase at the price originally paid for the same. Sale to any other party other than the Council is not permitted.

The number of burials that can be accommodated in a grave is dependent on a number of factors including ground conditions. Up to four burials may be possible in a standard grave although Council will only guarantee one interment in any one grave. No refund will be made to any purchaser whose grave has limited capacity owing to the existence of rock, or other obstructions found.

More information on buying graves and exclusive right of a burial can be seen in Section 7.0 within this document.

### 6.3 Buying more than one grave

The exclusive right of burial in respect of more than three graves in the proprietary ground shall not be sold to or vested in any one person and no subdivision of any lot purchased shall take place without the written consent of the Council having been first obtained. The exclusive right of burial can only be purchased at the time of bereavement.

### 6.4 Transfer of Burial Rights

There are three areas regarding transfer of burial rights and they are as follows:

#### 6.4.1

If the present registered right of burial holder is alive and wishes to transfer the right of burial to a specific person, they will have to complete a Transfer Form signed by the current owner and new owner. The form should be returned within six months of completion so that it can be entered into the register. Otherwise no right of burial will be transferred. Proof of residency will be required if claiming a resident fee, current scale of fees apply.

#### 6.4.2

If the registered owner is deceased and has left a will bequeathing the burial right to a specific person, the burial right will be transferred to that person free of charge upon application to the Council and production of the owner's will and grave papers.

If the registered owner is deceased and has left a will, but the will does not state who the exclusive right of burial should transfer to; or if the deceased registered owner has left no will (dies intestate) the exclusive right of burial in both cases automatically transfers to the owner's beneficiaries. Current scale of fees apply.

In both cases, the following is required:

- Grave papers;
- If there is more than one relative (next of kin) to whom burial rights could transfer to, the Council will require written consent or a transfer form signed by all parties stating they do not object to the transfer of right of burial to that particular family member.

The Council will not become involved in any disputes regarding allocation of burial rights. This must be resolved between the parties.

## 7. How to Arrange a Burial

### 7.1 Registering the Death

By law, all deaths occurring in Northern Ireland must be registered with the General Register Office

(Northern Ireland).

A death which occurs in Northern Ireland can be registered in any of the Registrar's Offices in Northern Ireland. To allow for funeral arrangements to be made you should register a death no later than five days after the date of death unless the death has been referred to the Coroner.

When registering the death you will need to produce a medical certificate of cause of death which will be provided by the doctor who treated the deceased person within 28 days prior to their death.

If the deceased person was not seen by a doctor within the 28 days, or the death was not by natural illness it will be referred to the Coroner. In this case the Registrar or your funeral director will provide you with guidance. You should not make any funeral arrangements until you have been given consent to do so by the Coroner.

Once you have registered the death, the Registrar's office will provide you, along with other documentation, a form known as a GRO 21. This form **must** be produced to the Cemetery Administrator prior to burial or cremation taking place. Information on local Registrar's Offices can be found at [www.midandeantrim.gov.uk](http://www.midandeantrim.gov.uk).

### 7.2 Obtaining Exclusive Right of Burial (Buying a new grave)

A person who wishes to purchase the exclusive right of burial in a grave shall provide their contact details (full name, address and tel. no.) along with a Proof of Residency.

A funeral director or family member can provide this information on your behalf.

Once a person completes an application they are binding themselves, their successors and assigns to take responsibility for the maintenance of the grave, and to conform to all rules and regulations currently in force, or thereafter made, by Council.

Duplicate copies can be issued on payment of a prescribed fee. Ownership of an exclusive right of burial does not give any ownership whatsoever in respect of actual land.

#### 7.2.1 Grant of Exclusive Right of Burial (Grave paper or deed)

A grant of Exclusive Right of Burial (Grave Paper), signed by the Chief Executive (or their duly authorised representatives) will be sent to you when all required fees have been paid. This process usually takes approximately three weeks from point of burial date. You, or your beneficiaries, can arrange to see the record at any reasonable time by contacting one of our Cemetery Administrators.

As the owner of the grave it is your responsibility to notify Council if you change your address or telephone number. It is important for us to be able to contact you if there is a problem with your grave or memorial.

If Council are unable to contact you we will take the necessary actions to deal with the problem. If there is a fee due to any necessary actions taken, this fee will be your responsibility.

### 7.2.2 Replacement Grave Papers

If you have lost your grave papers and you are the grave owner, you must complete a Duplicate Grave application form stating you have lost the grave papers. You must also provide proof of your identification, such as a passport or driving licence.

If you have lost the grave papers and you are not the grave owner but are applying on the owner's behalf, you must complete a Duplicate Grave application form stating you have lost the grave papers, and provide us with proof of identification, such as a passport or a driving licence.

If the original grave papers are found, the duplicate grave papers are no longer valid and will be recorded on the register. We would ask for all duplicate papers to be returned to Council.

There will be a fee for replacement grave papers. These fees can be paid at our Cemetery Administrator's Office.

### 7.3 Applying to Open a Grave for Interments

A person requiring to have an interment made in any grave, shall complete a burial notification form which can be obtained from our Cemetery Administrator's Office, giving the following particulars for registration:-

- forename and surname
- date of death
- sex
- age
- religion (including no religion)
- occupation
- last place of residence;
- marital status or 'the child of' and
- place of death.

The information should also include the name and address of the person having the management of the interment (usually a funeral director). In the case of proprietary ground, the application shall give the grave number of the grave required to be opened. For new graves, Council will allocate and inform you of your grave number.

By law an application for interment shall be accompanied by a **Certificate of Registry or Notice of Death (GRO 21 form)** which you will have received when you registered the death at the Registrar's Office, or the statutory order for burial

from a Coroner.

If you do not produce at least one of these forms, Council cannot permit a burial.

On application for interment being made to one of our Cemetery Administrators and upon payment of the prescribed fees, Council will issue an order of burial, via email, to the Cemetery Supervisor at least 48 hours before the interment is to take place. The time regulation may be waived at the discretion of the Council. In the case of a double interment (two burials at the same time in the same single grave) only the fee for a single interment shall be payable, provided if in either case, any additional fee is payable by reason of the deceased having resided outside the Borough the higher fee shall be payable.

Funeral directors must advise the Cemetery Administrator of the accurate size and weight of the coffin or casket before the opening of the grave.

Only persons authorised in writing by the Council shall be permitted to open or prepare any grave for an interment.

Two Council cemetery staff must be in attendance at the grave side at the time of interment.

An additional charge will be made for burials which take place on bank holidays and weekends.

### 7.4 Notice Periods and Slot Times

If you wish to arrange a burial, Council will need the following periods of notice:

Opening of new graves: - Council will require 48 hours' notice. If you require a grave to be opened on a Monday, you must notify us no later than 3pm on the preceding Friday.

Re-opening of an existing grave: - Council will require 48 hours' notice. If you require a grave to be opened on a Monday, you must notify us no later than 3pm on the preceding Friday.

Opening graves with surrounds: - Council will require a minimum of 48 hours' notice. If you require a grave to be opened on a Monday, you must notify us no later than 3pm on the preceding Friday.

If a grave needs to be hand dug: - Council will require a minimum of 48 hours' notice. If you require a grave to be opened by spade on a Monday, you must notify us no later than 3pm on the preceding Friday.

### 7.5 Testing Graves for Opening

When Council receives an application to open a grave, we will check the cemetery records to make sure the burial can take place.

If the cemetery records indicate there may be a problem, Council will invoke the following process:

- check all regulations are being met;

- check ground conditions; and
- check depth of remaining top cover.

If Council has any doubt as to whether the burial can take place, you can pay a fee in advance and the ground in question will be opened for testing. Fees can be paid at our Cemetery Administrator's Office.

If the burial can go ahead, this fee will then be deducted from your overall balance. You will need to produce the grave paper before testing can be carried out.

If Council is certain that the burial cannot take place the Cemetery Manager's decision is final. If you are unable to bury in an existing grave you will need to purchase a new grave.

#### 7.6 Depth and Direction of Graves

The depth of a new grave will be 274cm (nine feet), as long as ground conditions will permit.

By law, no coffin shall be laid in any grave nearer to the surface of the ground than 70cm measured from the upper surface of the last interment.

The number of burials that can be accommodated in a grave space is dependent on a number of factors including ground conditions. Up to four burials may be possible in a standard grave. **Although Council will only guarantee one interment in any one grave.**

No refund will be made to any purchaser whose grave has limited capacity owing to the existence of rock, or other obstructions found.

The request for a particular orientation of your burial will be considered where possible.

#### 7.7 Receiving the Burial Notification

Once Council has received your application for a burial Council staff will check the burial details and direct the funeral director to the grave section and number. **A supplementary charge for a prescribed fee will be charged where a funeral arranged to take place within Council's fixed working hours does not arrive on time, leading to Cemetery staff having to work outside Council's fixed working hours to complete the burial.**

#### 7.8 The Burial of Ashes

The burial of ashes can be arranged directly with Council by a family member, appointed funeral director or an appropriate person.

For details on cost and fees you can contact our Cemetery Administrator's Office or visit the Council website: [www.midandeantrim.gov.uk](http://www.midandeantrim.gov.uk). For notice periods and slot times please refer to 7.4.

Council also has memorial tree planting schemes where cremated remains can be scattered.

Information on this is set out in Section 13 of this document.

Cost and fees for this service can be sourced from our Cemetery Administrator's Office or found on our website: [www.midandeantrim.gov.uk](http://www.midandeantrim.gov.uk)

### 8. Burials Resulting from Epidemic

In the event of the Borough being affected by a pandemic or epidemic of disease, the Council may make special orders regulating the order of interments, and the period of notice required. Council may also make special arrangements for burials to take place outside normal operating hours.

### 9. Exhumation

Save as specially provided for in these rules, no grave shall be opened, nor shall the remains of an individual be removed from a grave nor transferred from one place of burial to another, nor exhumed, except under the conditions specially provided for in law, and except with prior written consent of the Council and upon payment of the prescribed fees.

#### 9.1 Requesting an Exhumation

To apply for an exhumation, you must make your request in writing to our Cemetery Administrator's Office. Council will liaise with our Environmental Health Team to ensure compliance with all relevant legislation.

Following consideration by Council, and if approval is granted, your application will be submitted to seek approval from the Department of Communities. Once the Department has made a decision, they will notify Council and the Director of Public Health. Council will then notify you of the outcome of your application.

Approved applications are valid for six months from the date issue. If you fail to arrange the exhumation within the six months period, you will have to re-apply.

By law, the Police Service for Northern Ireland must be informed of a planned exhumation and are required to attend. In addition, a member of Council's Environmental Health Team will attend to ensure that dignity and respect is maintained throughout the exhumation process (Burial Grounds [NI] 1992).

Council charges a fee for exhumations. This fee does not include the cost of a new coffin, the removal by a funeral director, or the cost of re-burial.

### 10. Oversized Burials

If a coffin is over 25 stone, Council will employ additional measures to ensure the health and safety of

staff and other involved in the burial process. In most cases, this is likely to include a mechanical lifting mechanism such as a crane. Costs are as per Council's normal interment fee.

## 11. Lawn Sections

Lawn sections at cemeteries across Mid and East Antrim Borough are laid in a lawn type system which provides you with a space at the head of each grave 121 centimeters wide by 121 centimeters. This spacing will be used for the placing of a memorial stone, leaving you a space in front of the memorial stone for the placing of stones or flowers. Double headstones for the creation of a 'family plot' are not permitted. The remaining portion of each grave shall be sown or planted with grass, which must be left clear at all times for cutting purposes.

Miniature surrounds are not permitted to be placed in front of a memorial in a lawn section and will be removed. Full surrounds are not permitted to be placed around any grave in a lawn section and will be removed. If the removed surrounds are not claimed within six months, Council will dispose of them.

Council will not allow the erection of pillars, railings, fences, plinths, hoops, artificial grass matting, surrounds, ropes, flag stones, concrete edging, kerbing, ornaments, flower pots, or any other structures that are used to enclose a lawn grave. Council staff will be instructed to remove any of these items as they obstruct our staff from cutting the grass.

Exemptions apply at parts of some Ballymena Cemetery sites, where 4 foot surrounds may be granted in certain instances. Further information may be obtained by contacting the Cemetery Administration Team at [cemeteries@midandeastantrim.gov.uk](mailto:cemeteries@midandeastantrim.gov.uk).

## 12. Responsibilities of the GraveOwner

**Each purchaser of the right of burial in any grave must ensure that the grave and any memorial on it is kept in good order and repair, to the satisfaction of the Council.**

Council is not responsible for maintaining graves, including the removal of leaf litter. Should the owner of the grave fail to do so, Council may carry out maintenance and repairs at the expense of the purchaser or grave owner and may refuse to permit the grave to be opened until costs of such repairs or removal have been paid.

Other than bedding plants and bulbs, you are not permitted to plant anything on a grave. This would include shrubbery, trees, roses or hedging. Council will remove any excess plantings.

When you are tending to your grave, please keep

waste to a minimum and immediately clear away any waste when you are finished. Do not allow waste to fall onto any surrounding graves and do not disturb any floral arrangements or monuments belonging to surrounding grave owners.

Waste bins are placed around our cemeteries, you should not use these bins for household waste or heavy waste such as soil or turf.

If heavy waste is left behind, either on or nearby a grave you have been tending, Council may charge the registered owner of the grave for the removal of this waste.

**All types of Christmas wreaths, sprays, bouquets and posies must be cleared by the last day of January. If such items have not been cleared by this time, Council staff will be instructed to remove all such items from the cemetery graves.**

You must not place a symbol, flag or emblem on any grave at any time which is likely to disrupt a good and harmonious environment.

Grave owners are required to keep us informed if their contact details have changed as it is important that we are able to contact you if something happens to your grave or memorial.

## 13. Memorials and Monuments

If you wish to erect a memorial (headstone/surround/headstone & surround) on your grave, you must apply to our Cemetery Administrator's Office for an application form (a memorial mason/sculptor can also do this on your behalf).

Council charges a fee to erect a memorial within our cemeteries which must accompany the memorial application.

A copy of the fees can be found on our website: [www.midandeastantrim.gov.uk](http://www.midandeastantrim.gov.uk).

The application must be accompanied with a detailed plan and particulars of the memorial. Each drawing submitted must specify the proposed inscription, materials you wish to use, grave number and the name and address of the proprietor.

All memorials and headstones must be made of stone or other non-perishable material such as granite. Temporary hardwood memorials can be erected but only for the first year.

The wording of inscriptions and the use of emblems will be subject to strict conditions in line with our legal duties of equality and the promotion of good relations. Council will not authorise inscriptions that contain sectarian, racist or inappropriate wording or imagery. If you wish to add any inscriptions at a later stage, you must seek approval in advance.

Headstones and surrounds are not permitted for

individual graves within the Public Health sections of our cemeteries. Council may decide at some stage to recognize the individuals in the Public Health section with a communal marker.

The monumental mason or sculptor that you choose to carry out the work on your memorial or headstone must be currently registered with Mid and East Antrim Borough Council. Council will not permit any work by masons and sculptors unless they have signed up to the Mid and East Antrim Mason and Sculptor Register. This register promotes high standards and ensures memorial erection to the required British Standard BS8415. More details of this can be found in Section 13.2

**13.1 Failure to Request and Receive Permission** If a memorial or headstone has been erected and the grave owner has not sought permission, Council will remove the memorial and charge the grave owner a fee for this. If an inscription is made on any memorial without Council granting permission, Council will remove the memorial and charge the grave owner a fee.

If Council cannot contact the owner of the grave, the grave will not be opened until all outstanding fees have been made.

### 13.2 Responsibilities of the Memorial Mason or Sculptor

The Management, Regulation and Control of Burial Grounds Policy has been drawn up for the safe management of Council cemeteries and memorials. The policy clarifies Mid and East Antrim Borough Council's position in all areas of cemetery and memorial management.

All monumental masons and sculptors who wish to work within Council cemeteries must, on a yearly basis, provide updated insurance documents. Any monumental mason or sculptor who does not sign up to this policy will not be permitted to work in any of the Council's cemeteries. All monumental masons or sculptors must provide and include a valid copy of their Public and Employee liability insurance when registering.

Monumental masons and sculptors wishing to work within Council's cemeteries must carry out all works to the standard of the following: BS8415:2005 - British Register of Accredited Memorial Masons (BRAMM) National Association of Memorial Masons (NAMM)

All of the above codes of practice inform monumental masons and sculptors how to achieve the British Standard.

#### 13.2.1 Memorial Application and Permit (Masons and Sculptors)

All memorial and headstone applications must contain the following information:

- detailed plan of the memorial
- the exact dimensions
- the type of material
- the full inscription details
- the applicant's name and address
- the applicant's relationship to the grave owner or deceased person

*If the owner is deceased, permission is required from all remaining family members.*

Council will consider your application and inform you if your application has been approved or declined. If your application has been approved, all work must be completed within one year from date of approval.

If your application has been declined, Council will provide you with a reason. If you wish to appeal this decision, you can write a letter to the Head of Parks and Open Spaces outlining the nature of your appeal.

Once Council has agreed an application, Council will provide you with a memorial permit to carry out the work on the specific memorial. The person carrying out the work must keep the permit with them at all times while working in the cemetery.

#### 13.2.2 Fees (Masons and Sculptors)

Council charge a fee to erect memorials and headstones within our cemeteries.

A copy of Council's fees can be obtained from the Cemetery Administrator's Office or can be found on our website: [www.midandeantrim.gov.uk](http://www.midandeantrim.gov.uk). If a memorial or headstone has been erected and the memorial mason or sculptor has not sought permission nor paid the set fee, Council will request the immediate removal of the memorial and charge the memorial mason or sculptor a fee for this. If Council cannot contact the memorial mason or sculptor, the grave will not be opened until all outstanding fees have been made by the grave's registered owner.

#### 13.2.3 Working Hours (Masons and Sculptors)

Council has strict permitted working hours for erecting memorials and masons and sculptors are only allowed to carry out work within our cemetery grounds during the following hours:

Monday to Friday 9am to 3.45pm

**NO WORK IS PERMITTED ON WEEKENDS OR BANK HOLIDAYS THROUGHOUT THE YEAR.**

Any memorial mason or sculptor working outside the working hours stated will be asked to leave the cemetery. We may also consider refusing permission to undertake any other work within all Council's cemeteries for those who have breached the Terms and Conditions of the Mid and East Antrim Management, Regulation and Control of Burial Grounds.

#### 13.2.4 Restrictions and Placement of Memorials (Masons and Sculptors)

All memorials, headstones or other erections must be placed on a solid foundation, which is provided at the head of each grave (within lawn sections only).

**Council will not permit any memorial that is greater than 110cm (three feet seven inches) in height. Council will remove any memorial that is greater than 110cm (three feet seven inches) in height and will charge a fee for undertaking this work.**

The height of memorials and headstones will be measured from the highest point of the ground within the boundary of the grave, to the top of the memorial. If you are erecting a temporary wooden memorial, it must be made of a hard wood. It should be placed on a solid foundation which is provided at the head of each grave (within lawn sections only) and can be no greater in height than 110cm.

Miniature surrounds are not permitted to be placed in front of a memorial in a lawn section and will be removed. Full surrounds are not permitted to be placed around any grave in a lawn section and will be removed. Council will charge a fee for undertaking this work. If the removed surrounds are not claimed within six (6) months, we will dispose of them. The grave in question will not be opened until all outstanding fees have been paid. If a memorial needs to be replaced, there will also be a fee charged.

Council will not allow the erection of pillars, railings, fences, plinths, hoops, artificial grass matting, surrounds, ropes, flag stones, concrete edging, kerbing, ornaments, flower pots, or any other structures that are used to enclose a lawn grave.

Council staff will be instructed to remove any of these items as they obstruct our staff from cutting the grass. We will charge a fee for undertaking this work.

All memorials or headstones must have the section and the number of the grave, along with the masons/sculptors name engraved or marked in clear characters at the base of the memorial or headstone. The wording of inscriptions and the use of emblems will be subject to strict conditions in line with our legal duties of equality and the promotion of good relations. Council will not authorise inscriptions that contain sectarian, racist or inappropriate wording or imagery. If you wish to add any inscriptions at a later stage, you must seek approval in advance and Council will endeavour to approve within seven working days. Any monumental mason or sculptor putting up a memorial or headstone or undertaking remedial work, must remove all debris after the memorial is put in place. This must be done immediately and at your own expense.

Memorial masons and sculptors must make good any damage caused to adjacent memorials, graves, turf and walkways while working on a memorial. This must be done immediately and at your own expense.

### 13.2.5 Cemetery Register

Any monumental mason or sculptor wishing to erect a memorial or headstone at Council cemeteries must email the cemetery administration team for the area in advance. Anyone accompanying the mason or sculptor must be identified in the email. Monumental masons or sculptors must also confirm the time of arrival by email to the administration team.

All masons and sculptors working within Council cemeteries must wear a hi-vis bib for health and safety reasons.

Once the authorised work has been completed, you must hand in the memorial permit and sign out before you leave the cemetery. Council will do a site check as soon as possible to make sure that work has been completed as per the agreed application, and that the memorial has been erected in line with British Standards.

If the above signing in and out process is not followed, Council will ask the monumental mason or sculptor to leave the cemetery and they may be refused all further permission to do work in our cemeteries.

### 13.3 Memorial Safety Inspection Programme

Council carries out Memorial Safety Inspections, should a memorial fail an inspection the grave owner will be contacted to rectify and make safe within a reasonable time. Council may take immediate action should it believe that the memorial carries an immediate risk to the public or its staff. All costs incurred by Council must be met by the grave owner.

## 14. Facilities and Services

### 14.1 Car Parking

- Ballee Cemetery in Ballymena.

### 14.2 Toilet Facilities

There are toilet facilities available at the following cemeteries:

- Greenland Cemetery in Larne
- Islandmagee Cemetery in Larne
- Victoria Cemetery in Carrickfergus
- Ballymena Cemetery, Cushendall Road, Ballymena
- Ballee Cemetery in Ballymena.

### 14.3 Commemorative Programme

The Council is pleased to be able to offer a Commemorative Bench and Tree programme. The purpose of the programme is to provide members of the public or organisations a means to recognise and honour others through a lasting tribute by the purchase of a bench or tree dedicated to that special someone to be installed in a park or a cemetery. This programme may be used as a form of remembrance of a loved one, celebration of a birth, honouring a retiree, or any other event.

If you wish to apply for this service you can contact

our Cemetery Administrator's Office or obtain the application form and fees from the Council's website: [www.midandeastantrim.gov.uk](http://www.midandeastantrim.gov.uk).

Applications for the supply and installation of a commemorative bench or tree will only be approved after a suitable site has been identified by Council.

Whilst the cost and installation of the bench or tree shall be the responsibility of the applicant, Council will fund the maintenance of the bench or tree, unless it should become damaged beyond repair. If a bench or tree should become unsafe, we will remove it and shall not be obliged to fund a replacement. The Council accepts no responsibility for the theft of any bench or tree but shall endeavour to report any incident of theft to the police.

The bench or tree will be placed in a public park or cemetery, therefore, no other adornment (flowers, sculpture etc.) will be allowed to be placed with the bench or tree. Any adornment will be promptly removed.

The Council reserves the right to use its discretion to refuse any application.

## 15. Acceptable Behaviour in Cemeteries

Visitors can access the cemeteries from dawn to dusk on any day, vehicular access is only permitted during the cemeteries opening times.

All visitors to our cemeteries must conduct themselves in a quiet and orderly manner at all times. If you do not abide by the following regulations, or do not behave in an appropriate manner, Council may ask you to leave the cemetery and prohibit your return.

Visitors must confine themselves to the walkways and on no account trespass on the graves or grass and must not damage any tree, plant, shrub, flowers, or interfere with any wreath or memorial stone.

There is a strict speed limit for any vehicle within Council cemeteries of 10mph. Drivers should take care when passing surrounds and memorials, members of the public and avoid areas where an interment is taking place.

No inebriated or riotous person shall be permitted to enter the grounds of the cemetery. Trespassers shall be liable to prosecution for infringement of these regulations.

All children must be accompanied by a responsible adult.

Council does not permit any games or sport within its cemeteries. No person shall be permitted to use a metal detector in any of our cemeteries.

No notices or advertisements are to be placed on any cemetery buildings, walls, fences, memorials or monuments without Council permission.

Council will not permit the discharge of any firearms, except at a military or police funeral.

The selling of flowers, shrubs or plants is prohibited unless authorised by Council.

**Dogs are permitted but must be on a lead and under control. It is the owner's responsibility to clean up after their dogs.**

The Council will not be responsible for any loss, injury or damage, which may happen to memorial stones, wreaths, flowers or other mementos at or upon any grave.

### 15.1 Acceptable behavior towards staff

Verbal or physical abuse towards staff will not be tolerated. Mid and East Antrim Borough Council operate a zero tolerance approach to abusive behaviour.

All incidences of unacceptable behavior will be investigated by management and, if appropriate, referred to PSNI. Where repeated unacceptable behavior is directed towards staff, management will seek to have individual(s) excluded from Council premises.

## 16. About our Regulations

The Management, Regulation and Control of Burial Grounds for Mid and East Antrim Borough Council were made on 1 January 2017 and replaced all previous Rules and Regulations adopted by the legacy Borough Councils of Ballymena, Carrickfergus and Larne. This is the first revision of the Cemetery Management Rules and Regulations and will come into effect in 2024.

All regulations remain in force, and are binding on all owners of the exclusive right of burial in Council cemeteries and all other people, until we alter these rules.

All fees and payments stated in the foregoing regulations to be prescribed shall be fixed from time to time by Council.

For the purpose of these regulations "we" or "us" means Mid and East Antrim Borough Council.

In these Rules and Regulations:

- (a) "the Borough" means the Borough of Mid and East Antrim.
- (b) "the Council" means the Mid and East Antrim Borough Council.
- (c) "the Director" shall be the Director of Operational Services, Mid and East Antrim Borough Council.
- (d) "Cemetery Administrator" shall be the employee(s) authorised by the Chief Executive of Mid and East Antrim Borough Council.
- (e) "Registrar of Births and Deaths" shall be the employee(s) authorised by the Chief Executive of

Mid and East Antrim Borough Council.

(f) "the Cemetery Manager" shall be the employee(s) authorised by the Chief Executive of Mid and East Antrim Borough Council.

**Parks & Open Spaces**

Carrickfergus Museum & Civic Centre  
11 Antrim Street  
Carrickfergus  
BT38 7DG

**Tel:** 028 9335 8232

**E:** [cemeteries@midandeastantrim.gov.uk](mailto:cemeteries@midandeastantrim.gov.uk)

[www.midandeastantrim.gov.uk/cemeteries](http://www.midandeastantrim.gov.uk/cemeteries)



**Mid & East  
Antrim**  
Borough Council